



**SUPREME COURT OF NEVADA
DISTANCE EDUCATION**

LANGUAGE ACCESS BASIC TRAINING (LABT) COURSE

COURT ADMINISTRATION AND USER¹ INFORMATION GUIDE

¹ For this purpose, “Court Administration” refers to the court administrator, county clerk, judge, or their designee. “User” refers to the court employee applying to take the course.

LANGUAGE ACCESS BASIC TRAINING (LABT) COURSE – INFORMATION GUIDE

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LANGUAGE ACCESS BASIC TRAINING (LABT) COURT ADMINISTRATION AND USER INFORMATION GUIDE

LABT COURT ADMINISTRATION AND USER INFORMATION GUIDE

LABT Course Information

The **Language Access Basic Training (LABT) Suite** is an interactive training that is downloaded by users and provides introduction to language access for all court employees. The purpose of the training is to ensure that all court employees have a basic understanding of their ethical and legal obligations, as well as current best practices in serving limited English proficient and non-English speaking individuals.

The Nevada Supreme Court, Administrative Office of the Courts (AOC) has partnered with the New Mexico Language Access Center to offer this online course. The AOC has purchased a limited number of licenses for use by the Nevada Trial Courts for Modules 1 and 2. There is no cost to courts or employees for these two modules. The training is a collaborative project funded by the **State Justice Institute** and supported by the **National Center for State Courts (NCSC)** and the **Language Access Advisory Committee** of the **Council of State Court Administrators (COSCA)**.

System Requirements

Each court has its firewalls and networks configured in a certain way and bandwidth can vary greatly. These and other technical factors can pose a hurdle when downloading or using the LABT Suite. Please review the LABT Suite technical requirements with your IT staff.

Windows • 1.6GHz or faster x86-compatible processor • Microsoft Windows XP, Windows Server 2008, Windows Vista, Windows 7, or Windows 8 (Classic) • 512mb of RAM; 128mb of graphics memory • 500mb of disk space

Mac OS • Intel Core Duo 1.83ghz or faster processor • Mac OS X v10.7.3 or higher • 512mb of RAM; 128mb of graphics memory • 500mb of disk space

Users of the application will require an Internet connection of a speed of 128kbps or better.

Course Content

Monolingual employees only: Users access Module 1 through a link to the course vendor's website. **Bilingual employees only:** Users access Module 1-3 through the LABT Suite (downloaded application).

The training consists of three modules:

- **Fundamentals** –The Fundamentals module can be used independently or by groups to stimulate discussion or to serve as a planning tool. The module is pertinent for all judicial system professionals whether monolingual or bilingual. Time commitment is approximately 2 hours.

The module is divided into 4 sections:

- *Program Overview* – describes legal basis for language access services
- *Professional Standards* – explores best practices in language access
- *Roles of Court Staff* – details differing roles of interpreters and bilingual and monolingual staff in provision of language access service
- *Cultural Competency & Customer Service* – examines importance of cultural differences in providing good customer service

Educational strategies, such as case studies, question/answer scenarios, scaffolding of interactions, and expert commentary are some of what you'll see in this module.

Note: Users will need speakers or earphones connected to their computer to complete this module.

- **Bilingual Skills-Building** – The Bilingual Skills Building module is designed for bilingual employees who provide language access services as part of their regular work under Title VI of the Civil Rights Act of 1964. The module tracks trainees' progress and can be used independently or by groups to improve bilingual skills, stimulate discussion, or to serve as a diagnostic tool. Time commitment is approximately 2 hours.

The module is divided into 3 units:

- *Terminology Acquisition* – covers theory and exercises on how to effectively research legal terminology
- *Language Access Facilitation* – includes exercises in consecutive interpreting and sight-translation
- *Guidelines for Practice* – challenges trainees to apply concepts and techniques in an interactive environment

The module is highly interactive and incorporates exercises where users will be recording themselves. Their recordings and quiz results are private and are not seen by anyone. They are meant to be self-teaching tools for them to learn at their own pace. However, the supervisor can request a progress report from the LABT Administrator.

Note: Users will need a microphone and speakers connected to their computer to complete this module.

- **Bilingual Skills-Assessment** – Optional – This fee-based module is designed for bilingual employees only. The module evaluates their comprehension of the content they've seen in the Bilingual Skills Building Module. Time commitment is approximately 2 hours. (\$75 fee payable to AOC, paid by employee or court as previously determined by court administration.)

The assessment consists of 3 elements:

- A series of 15 multiple choice questions.
- One short sight translation exercise.
- One consecutive interpreting exercise.

The user's answers will be recorded for grading by an instructor. Upon starting the test, the user will be informed of the time limit they will have to finish. At this point, the user will have the option to start the test or not. Once they start, it's important for them to pay attention to their time remaining in the upper left corner of the test window. Users will be given a grade of Pass or Fail.

Note: Users will need a microphone and speakers connected to their computer to complete this module.

Copyright Notice

All rights reserved. No part of this product may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, reverse engineering or other electronic or mechanical methods, without the prior written permission of State Justice Institute and the NM Administrative Office of the Courts, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. The use, copy, modification, republication or distribution of the LABT Program and technologies is prohibited without the prior written consent by the State Justice Institute and the NM Administrative Office of the Courts.

Court Administration and Employee Application Process

Court Administration Process

Court administration should review the LABT application [system requirements](#) with their IT Department.

Court administration selects employees to participate in the course and identifies which module(s) employees should complete. The court must submit a "Language Access Basic Training Course Application" ([Attachment 1](#)) for each employee to be trained. The application must be approved by court administration before submitting the application to Judicial Education. If the employee is to take Module 3 – Bilingual Skills Assessment, the funding source should be determined (employee paid or court paid) and payment information must be submitted with the application. If employee paid, a personal check should be made payable to the Administrative Office of the Courts. The cancelled check serves as a receipt, unless otherwise requested. If the court pays by check, the previous procedure applies. If the court pays by Purchase Order (PO), the PO number and any supporting documentation should be included. An invoice will be provided to court administration for payment. Send payment, with a copy of the course application, to AOC Accounting. The LABT program administrator will notify the court/employee once payment has processed and subsequently been registered for Module 3.

Court administration or the employee submits the course application to Judicial Education by one of three methods:

1. Electronically to NMLABT@nvcourts.nv.gov
2. Fax to 775.687.9850
3. Mail to 201 South Carson Street, Suite 250, Carson City, NV 89701, Attn: Judicial Education

The Judicial Education LABT program administrator will confirm receipt of the application with the applicant and signing authority. Court administration and/or applicant will be notified if additional information is required.

Upon receiving a completed application, the LABT program administrator will process payment, if applicable, and setup the employee's user account. If an employee is registered for Module 1 only, the program administrator will send an email confirmation with the Module 1 link. If the employee is registered for Modules 1 and 2, the employee

will receive an auto generated email confirmation with the link to download the application ([Attachment 2](#)). Please note that a user account cannot be reassigned or reused once the employee logs in.

The LABT administrator will review the users' progress on a monthly basis. A "Progress Report" will be provided to the user's respective court administration upon request. The progress report would include such information as registration date, whether or not the user has started the course, course start date, and module completion date. It is important to note, however, that user progress cannot be tracked for Module 1 and therefore, the LABT administrator can only report if the employee has been registered for, logged into (bilingual only), or submitted a "Certificate of Attendance" (COA) ([Attachment 3](#)) for the module.

Upon completing the course, the user is required to submit a COA form verifying their progress. Court administration may require the employee submit a COA after each module if they are scheduled to take more than one. The COA can be submitted to Judicial Education by one of three methods:

1. Electronically using the form "Submit" button
2. Electronically to NMLABT@nvcourts.nv.gov
3. Fax to 775.687.9850

Court Employee Process

The employee completes the "Language Access Basic Training Course Application" ([Attachment 1](#)), selecting the appropriate course module(s) to complete. If the employee plans to take Module 3 – Bilingual Skills Assessment, he or she must list their funding source (previously determined with court administration). If employee paid, a personal check for \$75 made payable to the Administrative Office of the Courts must be included. The cancelled check serves as a receipt, unless otherwise requested. If court paid, a purchase order will be accepted. The employee must obtain court administration signature approval before submitting the application to Judicial Education. Send payment, with a copy of the course application, to AOC Accounting.

Court administration or the employee submits the course application to Judicial Education by one of three methods:

1. Electronically to NMLABT@nvcourts.nv.gov
2. Fax to 775.687.9850
3. Mail to 201 South Carson Street, Suite 250, Carson City, NV 89701, Attn: Judicial Education

The Judicial Education LABT program administrator will confirm receipt of the application with the applicant and signing authority. Court administration and/or applicant will be notified if additional information is required.

Upon receiving a completed application, the LABT program administrator will process payment, if applicable, and setup the employee's user account. Please note that a user account cannot be reassigned or reused once the employee logs in. If an employee is registered for Module 1 only, the program administrator will send an email confirmation with the Module 1 link. If the employee is registered for Modules 1 and 2, the employee will receive an auto generated email confirmation with the link to download the application ([Attachment 2](#)). The download page includes installation instructions.

Upon completing the course, the user is required to submit a "Certificate of Attendance (COA)" form verifying their progress ([Attachment 3](#)). The COA can be submitted to Judicial Education by one of three methods:

4. Electronically using the form "Submit" button
5. Electronically to NMLABT@nvcourts.nv.gov
6. Fax to 775.687.9850

Taking the Course

Logging in to the Course

The first time you open the LABT application, you will need to register. Thereafter, you will only need to enter your username and password. If you decide to quit the application and come back later, it will remember where you left off.



To register: Click on “I need to complete my registration first”. Enter the information requested and click “Complete Registration”. You will be returned to the first screen. Enter your username (email address) and password, and click “Login”.

Module 1 – Fundamentals Navigation Guide

Note: You will need speakers or earphones connected to your computer to complete this module.

This navigation guide will show you how to access information and updates in the program. These instructions will also be provided online as part of the module.

Topics

There are four key topics.

Click a topic button

- to play an introductory movie
- to view subtopics
- to print topic narration/commentary



Subtopics

Subtopics provide details related to a topic.

Click on a subtopic button

- to play a framing movie
- to hear commentary
- to view key points

Note: not all subtopics have viewable text; some have additional commentary or topic-related scenarios.



Resources

Access materials related to the program.

Click a resource subtopic button

- to view a resource document
- to print a resource document



Help

Click to access the navigation guide and program updates.

Print

Click to print topic narrative/commentary or resources documents



Resources

Click to access materials related to the program.

Exit

Click Exit to view credits and/or restart the program. To leave Fundamentals Training, select a link in the LABT menu.

Module 2 – Bilingual Skills Building Navigation Guide

Note: You will need a microphone and speakers connected to your computer to complete this module.

This module is divided into three units and consists of Lectures/Lessons (L), Exercises (E), Glossary's (G), and Quizzes (Q). There is a progress bar to show where you are in the training. You must complete the first unit in order to move to the second unit and so forth. You can, however, go back to previous units. Instructions will be provided online as part of the module.

Module 3 – Bilingual Skills Assessment Navigation Guide

Note: This is a fee-based module. Authorization to enroll in, and payment of, the fee for this module is required.

Please see your Court Administration. Also, you will need a microphone and speakers connected to your computer to complete this module. Instructions will be provided online as part of the module.

After Course Completion

A Certificate of Attendance (COA) is required once you have completed the course, verifying that you have participated in the module(s) that you were enrolled in. If you are scheduled to complete more than one module, your court administration may require you to submit a COA after each module. The COA can be completed and submitted electronically.

Attachments

Attachment 1 – Language Access Basic Training Course Application

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICHARD A. STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

Language Access Basic Training (LABT)
Course Application

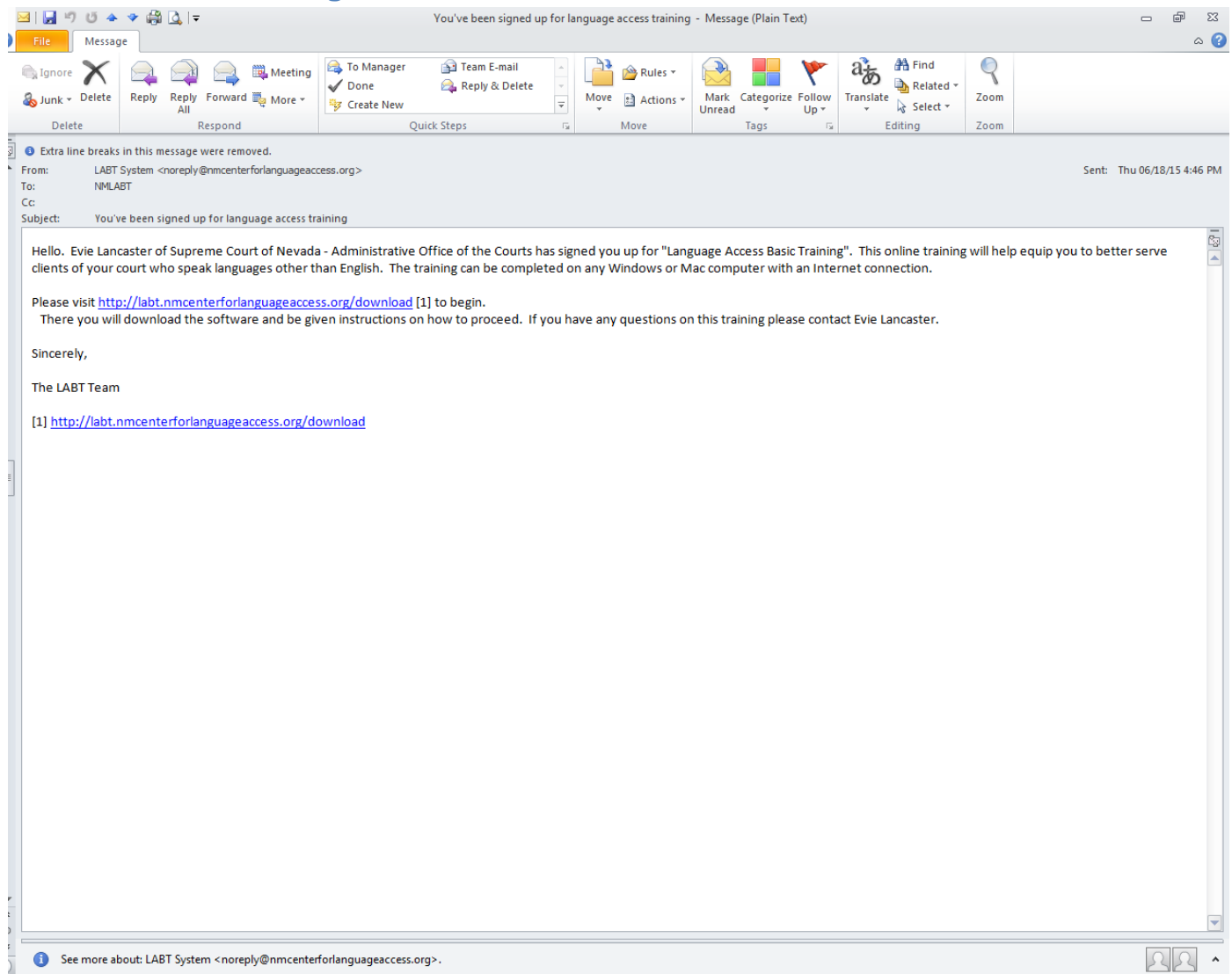
Name					
Position					
Court		Dept.			
Address					
City		State		Zip	
Phone		Fax			
E-mail					

<i>Please enroll me in (check)</i>					
<input type="checkbox"/>	Module 1 - Fundamentals (monolingual and bilingual employees)				
<input type="checkbox"/>	Module 2 - Bilingual Skills Building (bilingual employees only)				
<input type="checkbox"/>	Module 3 - Bilingual Skills Assessment (Optional – bilingual employees) Note: \$75 fee required. Make check payable to AOC.				
<i>Please indicate who is responsible for fee (check)</i>					
<input type="checkbox"/>	Employee	<input type="checkbox"/>	Court	<input type="checkbox"/>	Comments
<i>Method of Payment (check)</i>					
<input type="checkbox"/>	Check enclosed	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Purchase Order attached	<input type="checkbox"/>	PO #	<input type="checkbox"/>	Comments
Send payment to AOC, Attn: Accounting, 201 South Carson Street, Suite 250, Carson City, NV 89701.					

SIGNATURES			
<i>Applicant</i>			
<input type="text"/>	<input type="text"/>	Date	<input type="text"/>
<i>Court Approval</i> (Requires court administrator, county clerk or judge approval)			
<input type="text"/>	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Supreme Court Building ♦ 201 South Carson Street, Suite 250 ♦ Carson City, Nevada 89701 ♦ (775) 684-1700 • Fax (775) 684-1723
Regional Justice Center ♦ 200 Lewis Avenue, 17th floor ♦ Las Vegas, Nevada 89101

Attachment 2 – User’s Registration Confirmation



Attachment 3 – Certificate of Attendance (COA)

**Supreme Court of Nevada
Administrative Office of the Courts
Distance Education Program**

**DISTANCE LEARNING
CERTIFICATE OF ATTENDANCE**

NEVADA’S NEW MEXICO LANGUAGE ACCESS BASIC TRAINING

This certificate of attendance is required for course completion verification. Please note: This form can be electronically signed and submitted online using “Submit Form”.

<i>Course Information</i>

Please initial the module that you participated in and the date of completion:

Module 1 - Fundamentals

Date: _____

Module 2 – Bilingual Skills Building

Date: _____

Module 3 – Bilingual Skills Assessment

Date: _____

<i>Attendee Contact Information</i>

Name: _____ **Title:** _____

Judicial/Business Affiliation: _____

Mailing Address: _____ **City:** _____ **ST:** _____ **Zip Code:** _____

Telephone Number: _____ **Fax Number:** _____

E-mail: _____

<i>Affidavit</i>

By signing below, I certify that I completed the activity I have initialed above.

Signature: _____ **Date:** _____

Please complete, sign and return this form by mail, e-mail or "Submit" to:

Judicial Education Unit, Administrative Office of the Courts
201 South Carson Street, Suite 250, Carson City, Nevada 89701
(775) 687-9858; Fax (775) 687-9850
nmlabt@nvcourts.nvg.gov